

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Contract Monitoring Specialist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Prepares and processes city contracts accurately and in a timely manner. Ensures contractual compliance and federal labor standards compliance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Prepares pre-construction documents by preparing project specifications, advertising and distributing requests for proposals, receiving and opening bids, posting results, verifying contractor qualifications, and requesting award authority.
2	L	Manages construction projects by preparing contracting documentation, generating contracts, obtaining signatures for authorization, issuing notices to proceed, ensuring contract compliance, coordinating with and contacting other departments, preparing change orders and correspondence, issuing plans and specifications to contractors, forwarding collected funds, preparing and maintaining reports, and serving as a labor compliance officer.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read technical specifications, correspondence, and various documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write contracts and correspondence.
Managerial	Managerial responsibilities include planning bid advertisements, prioritizing work, and coordinating projects with designers.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment
Sitting	O	Computer, desk work, answering telephone
Walking	F	Inter-office, delivering paperwork, to/from office equipment
Lifting	F	Plans, specifications, paperwork
Carrying	F	Plans, specifications, paperwork
Pushing/Pulling	R	Chair, desk drawers
Reaching	O	On shelves for plans
Handling	O	Plans, specifications, paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad, writing
Kneeling	O	Lifting plans and specifications
Crouching	R	Lifting plans and specifications
Crawling	N	
Bending	O	Lifting plans and specifications
Twisting	O	Distributing plans and specifications
Climbing	O	Stairs
Balancing	O	Stairs
Vision	C	Computer, desk work, reading
Hearing	C	Staff, supervisor, contractors, suppliers, telephone
Talking	F	Staff, supervisor, contractors, suppliers, telephone
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Adding machine, computer, Standard Microsoft Windows and Office software, laser or inkjet printer, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	R
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)